



PARK SHELTER RENTAL FORM
(PRIVATE EVENTS)
Sturgis Parks System

Host (Responsible Party): _____
Address: _____
Telephone: _____ Email: _____
Estimated # attendees: _____ Is this a public event? ☐ Yes ☐ No
Are you a resident of Sturgis? ☐ Yes ☐ No

Reason for Rental: ☐ Family Event ☐ Picnic ☐ Wedding ☐ Birthday Party ☐ Other
Date and Time Needed: _____
Preferred Shelter: ☐ Stock Shelter ☐ Woodland Shelter ☐ Lion's Club Gazebo ☐ Stone Shelter (No kitchen)
Use of Kitchen? ☐ Yes ☐ No

There is no fee to reserve a Parks Shelter. There is no security deposit. However, a \$20 key deposit is required. Donations are accepted to help offset the cost of providing these shelters to the public.

Shelters can only be reserved for the current calendar year.

Liability Insurance: The City does not require proof of liability insurance for your private event. However, you can often purchase a policy through your homeowner's policy (at little or no cost). If you are serving alcohol, it is highly recommended that you have a liability insurance policy in place. **The City assumes NO RESPONSIBILITY for your event or incidents arising out of your event.**

Rental form completion is required to reserve the date. Any changes to the rental booking must be made in person.

The responsible party must be present at all times during the event.

The responsible party is responsible for ensuring that all Park Shelter regulations are followed (see back of this form).

RESPONSIBLE PARTY IS RESPONSIBLE FOR ALL ATTENDEES BEFORE, DURING AND AFTER THE EVENT. For the good and valuable consideration, I hereby release the City of Sturgis, the Sturgis Parks Department, its elected officials, and its employees from any and all claims of whatever nature for any injury, loss, damage, accident or expense arising from or out of the use of a Sturgis Parks Shelter for our private event, and I further agree to indemnify and hold harmless all of aforementioned parties against claims and for costs and reasonable attorney's fees arising out of or in any way connected with the use of the above designated shelter in the Sturgis Parks System. I hereby release and agree to indemnify and hold harmless all of aforementioned parties in regards to any person or persons I or my representatives may include or invite to participate with us at the privately hosted event. I agree to the above rules and understand that I have full responsibility for any damage to, or loss of, City of Sturgis property arising from or in any way connected with my group use.

Signature of Responsible Party: _____ Date: _____

OFFICE USE ONLY-----

Sturgis Finance Officer Representative: _____
Date confirmed and entered into the computer: _____

Comments / Special Accommodations: _____

PARK SHELTER USE RULES & REGULATIONS

Thank you for reserving one of our Park Shelters.
WE WELCOME YOU!



The day prior to your event, pick up your RESERVATION CARD and your shelter key (if using the kitchen). Display this Reservation Card at the starting time/day of your reservation for the shelter. There is a clip on the shelter for this card. Make sure the Reservation Card is secured from wind/weather as this is your proof of reservation.

The City's parks are open from 6am to 10pm. The shelter may be reserved throughout the day by different parties. Respect the next group and clean up any garbage/litter resulting from your use. The group that uses the shelter after you will appreciate the use of a clean park shelter.

Each shelter has electrical outlets. If there is a kitchen, the key will open that facility. Kitchen amenities vary by shelter. The Parks Department tries to leave extra bags in the bottom of trash cans, but if you anticipate a large group, you may want to bring extra trash bags. Clean the kitchen when you are finished. All trash should be placed in the nearby garbage tote.

The Park and restrooms remain open to the general public from 6am until 10pm. The City of Sturgis is not responsible for incompatibility issues between groups reserving or leasing park areas in close proximity.

Each shelter has a different occupancy rate and there are picnic tables inside each shelter to sufficiently accommodate this number of users. You may rearrange the picnic tables as needed.

You may decorate the shelter. You may decorate various Park entrances or parkway drives for the purpose of offering directions to your event only. **DO NOT POUND NAILS INTO ANY TREES, SHELTERS, OR POSTS.** We suggest using tape, ribbons, etc. All decorations and/or directional signage must be removed at the end of your event.

Do not drive or park on the grass.

Alcoholic beverages may be consumed at a Parks Shelter by attendees of a PRIVATE party. (It is highly recommended that you provide alcohol liability insurance.) The City assumes no responsibility for any alcohol served or consumed at a private party. Alcoholic beverages must be contained within the shelter structure/patio. To serve alcohol at a public event at a Parks Shelter, the responsible party must have a special events license and insurance coverage. Special Events Licenses are coordinated at the City Finance Office and must be requested at least 30 days in advance.

Fireworks are prohibited. Use of metal detectors are also prohibited.

Bounce houses must be approved by City staff as part of the rental process. Certificate of liability must be provided. Bounce house location must be approved by the Parks Department to avoid accidentally staking irrigation lines, etc.

Dogs are welcome, but must be on a leash at all times. Make sure to clean up after them.

The Sturgis Police Department has the authority to enforce all City ordinances, regulations and policies related to City parks. The Parks Department works hard to keep the shelters clean and the facilities working properly, but occasionally problems occur that are beyond our control. Let us know of any problems so they can be corrected. Extensive damages to the property caused by misuse may be billed to the responsible party on record.

Return the key to City Hall as soon as possible following your event. We will return the key deposit at that time. You may donate this deposit to support our Park shelters.

We are proud of our beautiful park shelters and want you to truly enjoy yourselves. We look forward to your visit and hope you have a wonderful time.

I agree to enforce the above rules and regulations for all attendees to our private event at the Sturgis Parks Shelter.

Signature of Responsible Party: _____

Date: _____